

~~SECRET EYES ONLY~~

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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 8 May 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/PD - Voting Member
C/PCD - Voting Member
C/TSD - Voting Member
Personnel Placement Officer
C/ASD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9A

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 1 May 1957 were approved by the Members as written.

2. Promotion

Action on the recommendation for promotion of [] was deferred at the last Meeting because of the lack of information as to the number of positions open in the GS-9 and GS-10 categories. Information was presented to the effect that several such openings are available. On the basis of this, the Board unanimously approved promotion of [] to GS-10.

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3. Vacancy - OSI/Medicine Division

As requested at the last Meeting, the Executive Secretary queried in writing the following Medical Staff personnel who met the stated qualifications for the position of Collection Officer, GS-12, Medicine Division, OSI:

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[] GS-12, Pharmacist (Administrative)
[] GS-11, Medical Technical Assistant
[] 9, Instructor, Medical Technician (Fields)
[] 9, Medical Technician

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[] expressed no interest in the position, Mr. [] stated he would be interested, and [] requested permission to discuss the position with []

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The Board decided the following individuals should also be apprised of this position and their desire to accept or decline elicited:

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[REDACTED] S-12, Supply Officer (Deputy Chief)
O, Administrative Officer
11, Medical Technical Assistant

The Executive Secretary will discuss this matter with the additional three individuals and inform C/MS of the names of all interested candidates. C/MS, in turn, will [REDACTED] of the candidates and 25X1A9A arrangements will be made for [REDACTED] interview each. It was also decided this position would be established on a rotational basis for a three-year period and the incumbent would retain his SD:SM Career Designation.

4. Review of Fitness Reports

Receipt of Fitness Reports on the following personnel was noted on the Agenda:

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[REDACTED] GS-5, Secretary (Stenographer)
GS-4, Clerk (Stenographer)

5. Review of Field Reassignment Questionnaire

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The Executive Secretary briefly reviewed a Field Reassignment Questionnaire from [REDACTED] GS-8, Medical Technician, and suggested he might be assigned to TSD on his return to Headquarters.

6. Competitive Promotion - CIA Regulation [REDACTED]

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C/MS informed the Board of the DD/S' position with regard to Regulation [REDACTED] as follows. All offices that can conform to the procedures outlined should do so; however, those offices which, for reasons of size, mission, etc., are unable to comply with the procedures, should follow the spirit of the Regulation. The Executive Secretary then presented the attached memorandum outlining a proposed procedure for the accomplishment of this objective for the Medical Staff. The Members generally voiced their dissatisfaction with this procedure but no definite position was taken by the Board. The entire matter was deferred and will be discussed at a meeting in the near future.

7. Miscellaneous

The Executive Secretary reviewed two letters of commendation on behalf of services rendered by C/TSD from the Chief, SR Division, and the Chief, FE Division.

MS/mam

Distribution:

Orig - C/MS
1 - DC/MS
1 - C/PD
1 - C/PCD
1 - C/TSD

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